

STANDARD  
TRACT/ PARCEL MAP  
GRADING PLAN AND IMPROVEMENT PLAN CHECKLIST  
CITY OF CALEXICO

The following are minimum GUIDELINE items for subdivision map and improvement plan preparation and check list. Some modifications or exceptions may be adjusted as conditions warranted. State reasons and/or adjustments as necessary. Check off all items that had been performed (okay or need corrections) and identify the items that are not being done.

A. General Format

- ☐ 1. Show North arrow and bar scale on all sheets.
- ☐ 2. Vicinity map.
- ☐ 3. Civil Engineer's name, address, telephone number, signature, wet stamp and expiration date.
- ☐ 4. Short legal description.
- ☐ 5. Site address of Assessors Parcel Number.
- ☐ 6. Bench Mark: True benchmark, no assumed benchmark. Show location on plan and describe in space provided.
- ☐ 7. Show special use permit, Parcel Map or Tract Map number.
- ☐ 8. Key map for projects covering several sheets.
- ☐ 9. General notes.

B. TECHNICAL INSTRUCTION

- ☐ 1. Identify property and easement lines.
- ☐ 2. Show existing contours or grades.
- ☐ 3. Show final grades by contours, and/or spot elevations.
- ☐ 4. Show typical lot drainage.
- ☐ 5. Show typical of berm and swale at top of fill slope.
- ☐ 6. Show percent of grade of streets and driveways, length of vertical curve B. B.V.C. and E.V.C.
- ☐ 7. Horizontal and vertical sight distance; crosscheck improvement plans.
- ☐ 8. Conditions of approval of tentative map, CUP, Parcel map, Tract Map.
- ☐ 9. Grading plan compared with grading shown on Tentative Map.
- ☐ 10. Grading plan compared with improvement plans. (if applicable).
- ☐ 11. If grading encroaches on adjacent property, submit notarized letter of permission and place appropriate note at location of encroachment including date of letter.
- ☐ 12. Infiltration calculations or assurance that drainage will not remain 72 hours, else mosquito abatement may need to be addressed.
- ☐ 13. Rights of Way needed? Check road classification.

- ☐ 14. Show daylight and limit lines.
- ☐ 15. Conform grading at property lines. See Item 11 above.
- ☐ 16. Show appropriate construction notes on each appropriate sheet.

### C. DRAINAGE

- ☐ 1. Drainage easement required or needed?
- ☐ 2. Map of all drainage areas affecting site.
- ☐ 3. Hydrology and hydraulic calculations required.
- ☐ 4. Check for non-erosive velocities at point of discharge, or adequate energy dissipater.
- ☐ 5. Check for point of adequate discharge downstream.
- ☐ 6. Show direction of street drainage and percent of slope on plans. Give elevations at intersections and where required for clarity.
- ☐ 7. Show size, length, and profile of pipes, where drainage is to be installed with the grading plan. Show elevations and grades. Include details of all structures.
- ☐ 8. Show width of all drainage easements. Show recording documentation and date of all off-site drainage easements.
- ☐ 9. Retention basin – size adequate, side slope, infiltration calcs.
- ☐ 10. Septic leach lines near basin?
- ☐ 11. Finish floor elevations, pad elevations.
- ☐ 12. FIRM map flood zone information.
- ☐ 13. Soils Report for subdivision required; may also be required for Parcel Maps. May also need update letter.
- ☐ 14. Need letter from IID that they will accept drainage from subdivision and that the responsible Agency has no problem supplying water for residential use.
- ☐ 15. Check and provide the 12 foot dry lane requirement.

### D. TRACT/ PARCEL MAP

- ☐ 1. Title Sheet conformance to standard.
- ☐ 2. Signature of ownership and beneficiary.
- ☐ 3. Required public utility easements.
- ☐ 4. Boundary Traverse closures and reference monuments.
- ☐ 5. Calculation Data and Point Sheet/ Lot Traversers/ Closures.
- ☐ 6. Review Title Report in conformance with Title Sheet on all existing easements, dedications, ownerships, signature requirements.
- ☐ 7. Do we have? or secure all required documents per Title Report.
- ☐ 8. List or mark out all items of conditions of approval/resolutions prior to map recordation.
- ☐ 9. Mark up Exhibits A & B items per attached sheets.
- ☐ 10. Bonds/Security
  - (a) Performance
  - (b) Labor & Materials

- ☐ 11. Subdivision Guaranty and Agreement
- ☐ 12. Tax Clearance

E. MISCELLANEOUS

- ☐ 1. Pavement structure calculations for road improvements.
- ☐ 2. Declaration of responsible charge certification, City approval limitation.
- ☐ 3. Encroachment Permit requirement note.
- ☐ 4. Underground Service Alert Number and advisory note to call 48 hours (two working days) before excavation.
- ☐ 5. Plane Check Fees Paid?
- ☐ 6. Inspection Fee?
- ☐ 7. Traffic Impact Fee?
- ☐ 8. Sewer and Water Impact Fees?
- ☐ 9. Seismic Zone.

F. OTHER COMMENTS AND ITEMS

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